

Mission Statement

St. Francis Xavier Catholic School models and teaches Catholic Christian morals and values, while creating a caring, respectful environment which promotes academic excellence and fosters a love for learning.

Our mission statement is posted in each room of the school.

Philosophy of St. Francis Xavier Catholic School

In order to lead a Christian-centered, well-informed life, a student of Saint Francis Xavier Catholic School shall demonstrate the knowledge, skills, and attitudes essential to:

Be a faith-filled person who

- Defines behavior in terms of Catholic values
- Recognizes God's presence in all creation
- Celebrates life
- Has awareness of his/her relationship with God
- Participates in the life of the church community

Be a life-long learner who

- Gathers, interprets, analyzes, and synthesizes information
- Applies technology
- Maintains flexibility and balance spiritually, mentally, socially, emotionally, and physically
- Performs as confident individuals as well as team players

Be a loving person who

- Practices Christian values
- Respects diverse cultures
- Shows acceptance of self and others
- Responds to community needs

Absences

When your child will be absent or tardy, parents are asked to call or email the school office by 8:30 a.m. The school will contact the parent if the office has not been informed.

The student will have 1 day for every day of absence to makeup assignments, quizzes & tests.

Admissions

St. Francis Xavier Catholic School admits students of any religion, race, color, national and ethnic origin. The following restrictions apply:

- Preschool students must be three on or before September 1 of the school year.
- 4K students must be four on or before September 1 of the school year.
- Kindergarten students must be five on or before September 1 of the school year.

The principal may request information regarding a new student from former teachers and/or administrator to determine the needs of the child and whether the school will be able to meet them.

Arrival

School doors are opened at 7:30 a.m. Supervision for students is provided beginning at 7:30 a.m. Students should not report to school before 7:30 unless there is a special activity.

Athletic Programs

Organized sports are available to our students through the Merrill Park & Recreation Dept. and the public middle school.

Band

Students in grades 4-8 have the opportunity to take lessons for brass, woodwind and percussion instruments. The school does have some instruments for student use. Please call the school office for more info. Informational meetings and recruitment take place in the fall and spring.

Behavior/Discipline

Students are to follow the 3Rs: respect, responsibility & reverence. They are to "live as Jesus did." Making good choices requires thinking "what would Jesus do" before speaking or acting. Students are expected to follow God's commandments and Jesus' commandment in their daily lives.

In the event a student makes an undesirable choice in their actions or words, they will be redirected with the assistance of a teacher or principal. He/she will be expected to reflect on their words or actions. Consequences will be appropriate to the situation and dealt with on an individualized basis. Questions or concerns should be directed to Mrs. Doughty.

Bus Transportation

Bus transportation is provided by the Merrill Area Public School District (MAPS). Requests, questions and concerns regarding busing should be directed to MAPS.

Rules

1. Tobacco, liquor or drugs are not allowed.
2. Profane language is prohibited.
3. Stay in your seat.
4. Cooperate with the bus driver.
5. Do not eat or drink on the bus.
6. Keep the bus clean.
7. Keep hands, head and feet inside the bus.
8. The bus driver is authorized to assign seats.
9. Remain seated until the bus stops.
10. Talk in an inside voice.

Consequences for Not Following the Rules

1. The driver will give a verbal warning to the student.
2. The bus driver will complete a "School Bus Misconduct Report."
3. 1st Offense: Letter sent to parents
2nd Offense: Letter sent to parents and student/principal conference (3-day suspension from riding)
3rd Offense: Conference with parents and 10-day suspension
4th Offense: Conference with parents to determine bus suspension for the remainder of the year
4. Any steps may be bypassed depending on the seriousness of the offense.

A.M. buses will drop off students on the north side of 10th Street. P.M. buses will pick up students on the north side of 10th Street.

The Merrill-Go-Round is also available to students. Parents must call the Merrill-Go-Round office to arrange a ride. There is a fee for this service.

Cell Phones

Cell phones must be turned off and stored in the student's locker during the school day. They are not to be used during the day without teacher's permission.

If a student uses their cell phone in school consequences will be dealt with on an individualized basis.

If students must use a telephone to contact their parents during the school day, they should use the office telephone.

Child Abuse and Neglect

All school employees must report any suspicions of child abuse or neglect. All In accordance with state law, suspicions of child abuse or neglect will be reported to social services or law enforcement.

Communication

The school (office & teachers) will communicate with parents through a weekly family envelope system, e-mail, telephone and student planners.

Communications will be sent, usually on Thursday. The family envelope will be sent with the youngest child. Parents should review the contents, respond as needed and return their envelope to school to be used the following week.

Teachers will communicate through newsletters, emails, telephone and conferences. Parents may contact teachers before or after school and during prep times in person, by telephone, notes and/or email. Email addresses are in this handbook.

Conferences

Mandatory parent-teacher conferences are held during the first quarter. Optional parent-teacher conferences are held during the third quarter. Other conferences may be held as needed.

Conferences may be initiated by the teachers and/or parents.

Curriculum

The Superior Diocesan curriculum is followed in teaching Religion, Language Arts, Mathematics, Science/Health, Social Studies, Art, Music, Physical Education, Spanish and Technology. State guidelines are followed regarding student & teaching standards and instructional time allotment.

Dismissal

Dismissal is at 2:57 p.m. All students should leave the school grounds immediately after school unless they are involved in a school activity or working with a teacher.

Dress Code (Grades K thru 8)

Clothing should be safe, respectful & modest in order to maximize learning and keep distractions to a minimum.

- **Church Wear** – Students are to dress more formal than non-church days. Red tops with black or khaki bottoms are suggested.
- Skirts, skorts, dresses and shorts are to be knee-length or slightly above the knee (Bermuda length).
- Capri's are acceptable.
- Leggings are acceptable if worn with appropriate length dresses.
- Shirts & tops should be long enough to cover the skin when arms are raised above the head.
- Shoes must have closed heel or back strap (K-5), less than 2" heel (all).

Clothing issues will be dealt with on an individualized basis.

Drop-off Procedure

Parents dropping off students at arrival time are to use the east driveway (closest to the MAPS buildings) on 12th Street and exit by the driveway closest to the school building (10th Street). Students are to enter school through door #6.

If you are coming into school, please park your vehicle in the parking lot on 10th Street towards the school leaving parking spaces for the Adoration chapel. When leaving the parking lot, please exit through the east driveway.

Please be aware of our students and drive cautiously.

Drugs

Drugs are not allowed on school grounds. If a student brings drugs to school, there will be serious consequences which may include suspension and/or expulsion.

Early Dismissal

Parents are urged to make student appointments after school hours whenever possible.

In the event a student must leave early, they will be dismissed after their parent has signed the roster in the school office. Students returning must sign back in on the school roster before returning to class.

If school is cancelled early, parents will be notified through telephone, email, radio/television stations and our website (www.stfrancismerrill.org).

Early Withdrawal

Students withdrawing from St. Francis School early (before the last day of school) will be charged tuition through the current semester.

Emergency Information

An emergency information card is required for each child. Any changes of address, telephone #s, email addresses, Dr. name, etc. must be reported to the office immediately.

Extended Day

We do have an extended day program for students needing supervision after school. Supervision is available from 11:00 – 5:15. There are two sessions: 11:00-3:00 and 3:00-5:15. The fee for the first session is \$15 per family per day. The second session is \$10 per family per day.

Extracurricular Activities

We offer a number of extracurricular activities for our students: Middle School and Children's Choirs, Recorder group, Yearbook Club, Art Club, MMIT, Homework Club (Grades 4 & 5) prep for the school musical, Minnie Vinnie's etc. Details of the specific activities will be posted in the family newsletter.

Field Trips

There are many field trips which are an extension of student lessons. School-sponsored field trips are arranged in advance with the principal.

All students must have written consent (signed field trip form) to participate in the field trip. Permission slips will be sent home at least a week before the field trip.

Students without signed permission slips will remain at school.

Harassment/Sexual Harassment

Harassment is any kind of unwanted behavior: verbal, racial, physical, sexual and intimidation. All harassment is wrong and is unacceptable. All complaints will be investigated. Consequences for harassment may include: in-school suspension, parent notification, parent conference, out of school suspension and/or police referral.

Health Care

Student immunizations must be current. Hearing screening is done annually by the Lincoln County Health Department.

Our school does have a Wellness Policy, which encourages moderation, exercise and knowledge. The Wellness Policy is included in this handbook.

Homework

Homework is an extension of lessons taught during the school day. It helps students practice skills, develop organizational skills and responsibility, extend knowledge and prepare for new material. Homework also informs parents of their child's learning.

In many cases, students are given time in class to complete their assignments, but they must use their time wisely.

Extra-curricular activities have a direct effect on student academic success.

Insurance

The school does not carry health or accident insurance for its students.

Library

Each classroom has an individual library. We also have a school library. Elementary students go to the library once a week for instruction and to check out books. The library is open and available to all students and staff Monday-Friday during school hours for research.

Lunch Program

We offer our students a healthy lunch each day, which includes fruits and vegetables and a salad bar. There will be a main entrée plus an alternative offered each day. The cost of a hot lunch includes 1 carton of milk. Monthly menus are published in the family envelope and on our website.

2014-2015 Prices:

- Preschool & 4K \$1.50
- K-5 \$2.25
- 6-8 \$2.50
- Adults \$2.50

Parents should add money to their family's lunch account at the beginning of each month by sending a check or cash in a sealed envelope, with their name, to the school office.

An application for FREE and/or REDUCED MEALS is available in the school office. Applications may be submitted at any time. Please review the guidelines to determine if you are eligible.

Medication

All medication must be brought to the office with the child's name on it. It will be stored in the secretary's office

A **Medication Authorization form** must be completed before it can be dispensed to the child. A Medication Authorization form is in the back of this handbook. Dispensal of medication to students is documented on a daily basis.

Teachers will take student medication on field trips.

Parental Involvement/Volunteering

We believe the education of each child is a partnership between home & school, with parents taking the foremost role. Parental involvement is vital to their success. They are encouraged to volunteer in classrooms, chaperone field trips and extracurricular activities.

All volunteers must participate in our Safe Environment training and have an approved background check.

Pick-up Procedure

Parents picking up students at dismissal time are expected to use the following procedure:

Enter the 12th Street driveway, which is on the east side of the school. At the wide section of the drive, steer to the left or right sides into two lanes. Proceed in the appropriate lane until you reach the front of the line. A staff member will bring your child to your vehicle. Exit onto 10th Street.

Registration

Registration for the upcoming school year begins during Catholic Schools Week, the last Sunday of January. Parents must complete the registration packet and return it with the registration fee of \$50 per student (maximum \$100 per family).

Report Cards

The purpose of report cards is to inform parents of their child's learning and growth. Our school year is divided into four quarters. Report cards are sent home at the end of each quarter. Final report cards are mailed home after the current year's tuition is paid in full.

Parents may stay informed of their child's assignments and grades by going to <https://app.sycamoreeducation.com>. Each student is assigned an access code. Parents set the password.

Questions or concerns regarding grades, tuition, hot lunch & extended day, should be directed to the school office or the Financial Assistant's office. Teachers will personally contact parents to share successes and concerns.

Right to Privacy

Every student and family has a right to privacy. All matters will be dealt with professionally and confidentially.

Safe Environment

Our school is proactive in creating a safe and sacred environment for students. All students, parents and visitors are to enter the school by the offices. All school doors are locked during hours of operation: 8:00-2:53. Parents, visitors & volunteers must sign in at the office before entering classrooms.

Anyone interested in volunteering for our school must participate in a Safe Environment training session offered periodically during the school year, complete a background check and sign a Diocesan Code of Conduct.

All students are taught protective behaviors during the school year. Mandatory reports are filed with the Diocese of Superior.

Safety Drills

Students will practice the procedures for fire, tornado & crisis in case of their occurrence.

Procedures and plans, included in our Crisis Manuals, are located in each classroom and throughout the building.

Safety Patrol

Fifth grade students assist other students to cross 10th and Kyes streets before and after school. Students receive training from the Merrill Police Department. Fifth grade students are assigned the safety patrol duty on a weekly basis.

School Closings

St. Francis Xavier Catholic School will close for inclement weather when MAPS closes. Announcements will be made through local TV and radio stations and our website (www.stfrancismerrill.org).

School Property

All school and parish property is to be used with care and respect. This includes but is not limited to: lockers, desks, chairs, books, restrooms, etc.

Students will replace or pay for repairs of property they damaged as determined by the principal.

Service

Our students are involved in a number of service projects throughout the school year: Crossing Patrol, Flag Patrol, Mass Servers, Christmas Caroling, Choir, Classroom Buddies, etc.

Student Planners

Students in grades 1-8 have a student planner. The planners are a communication tool between home & school. The elementary teachers use them for parent reminders and notes. Middle school students write their daily assignments in them, which helps parents keep abreast of what they're learning.

We do ask parents to check their child's planner on a daily basis.

Technology

Our goal is to integrate technology into every area. Each classroom has one teacher computer and at least one student computer.

Students in grades 1-8 have one computer class per week.

Middle school students are required to use technology on a regular basis in their core classes.

3K thru 8th grade have Smartboards. We have two carts of laptops to be used by the classes.

Testing

Beginning with the 2012-2013 school year, students in grades K-8 will participate in the MAPS (**M**asures of **A**cademic **P**rogress) assessment program. Students will be assessed in reading, math & language usage in the fall, winter and in the spring. The results will be used to confirm student growth and provide direction for further instruction for greater growth.

Tobacco

In accordance with state regulations, there is NO SMOKING on school property.

Telephones

Messages will be delivered at lunchtime or the end of the day.

Tuition

Preschool	\$1,300.00 (1/2 day M,W,F)
	\$1,500.00 (full day M,W,F)
4K	Free (in partnership with Merrill Area Public Schools)
K-8	\$1,700.00 (First student)
	\$1,330.00 (Second student)
	\$1,230.00 (Third student)
	Free (Fourth or more)
Non-Parish Member	\$2,100.00

A \$50.00 non-refundable /non-tuition registration fee (per child) is due at the time of registration (maximum of \$100 per family)

Tuition totals will be divided by 10. Parents should make monthly payments by the 15th of each month beginning in September and ending in June. Parents should make monthly payments even if they are expecting a SCRIP credit or a scholarship.

Partial scholarships are available through St. Francis Xavier Parish and the Superior Diocese. Whole scholarships are not offered. Fraternal insurance companies also offer scholarships. Please contact the school office for more information.

Scrip credits are given in November, March & May. When received, the December & April payments may be reduced by the credit received.

Visitors

We welcome and encourage parents and other visitors to our school. All visitors must report to the school office before proceeding to classrooms. You will be asked to sign in & sign out.

Walkers

Students walking to and from school should enter and exit the building on the west side of school – door # 7. They are to walk on the sidewalks if available, otherwise they are to walk on the grass, close to the edge of the road facing the traffic.

Safety Patrol students assist walkers on the corner of 10th Street and Kyes.

Website

Our website is www.stfrancismerrill.org. There are a number of resources available to you including calendar, field trip permission slips, this handbook, etc.

Wellness Policy

St. Francis Xavier Catholic School is committed to providing a school environment that promotes, protects and enhances children's health, well being, and ability to learn by supporting healthy eating, regular physical activity and other healthy lifestyle choices.

The connection between good nutrition and learning is well documented. The school recognizes that children need learning opportunities that will enable them to develop the knowledge, attitudes, skills, behaviors, and confidence that will keep them healthy and physically active for life. Good health improves student attendance and performance.

To promote the overall healthy & well-being of our students, the following areas will be included in the school's academic curriculum:

Nutrition – nutritional themes will be integrated into daily lessons as appropriate. The benefits of good nutrition will be emphasized including:

- Food/activity pyramid
- Dietary guidelines
- Healthy snacks
- Importance of breakfast
- Fat and disease
- Understanding calories
- Major nutrients
- Food labels
- Serving sizes
- Food safety
- Importance of regular physical activity
- Moderation

Physical Activity –all students will participate in a quality physical education program in accordance with current state standards. The standards cover the following areas:

- Leading an active lifestyle
- Physical skill development
- Learning skills
- Understanding physical activity and well being
- Health-enhancing fitness
- Respectful behavior
- Understanding diversity

Health – The school will provide quality health education for students in accordance with current state standards. The standards cover the following areas:

- Health promotion and disease prevention
- Healthy behaviors
- Goal setting and decision-making
- Information and services
- Culture, Media and Technology
- Communication and Advocacy
- Stress management

Parent Education – nutrition, health and physical education information will be provided to parents in the form of handouts, postings on the school website or presentations.

8/5/14

WRISA Accreditation Statement

St. Francis Xavier Catholic School is accredited through the Wisconsin Religious and Independent Schools Accreditation. Our initial accreditation status was earned during the 2000-01 school year.

Our school will work on a self study during the 2014-2015 school year with a site visit scheduled during the 2014-2015 school year.

School Staff

Administrator/Principal:	Mrs. Sonja Doughty sdoughty@stfrancismerrill.org	Pastor: Father Mike McClain pastor@stfrancismerrill.org
Preschool	Mrs. Mary Frisch	mfrisch@stfrancismerrill.org
4K	Mrs. Kate Shimel	kshimel@stfrancismerrill.org
Kindergarten	Mrs. Anne Donner	adonner@stfrancismerrill.org
Grade 1	Mrs. Kelly Wheat	kwheat@stfrancismerrill.org
Grade 2/3	Mr. Michael Klapperich	mklapperich@stfrancismerrill.org
Grade 4/5	Mrs. Gwen Schmidt	gschmidt@stfrancismerrill.org
M.S. Math/S.S.	Mr. Herb Hornischer	hhornischer@stfrancismerrill.org
M.S. Science	Ms. Kimberly Wells	kwells@stfrancismerrill.org
M.S. L.A./Religion	Mrs. Kathy Kasper	kkasper@stfrancismerrill.org
Art/ Phy. Ed	Mrs. Patti Gessler	pgessler@stfrancismerrill.org
Music	Mrs. Mary Ament	mament@stfrancismerrill.org
Band	Mrs. Jennifer Heisinger	jheisinger@stfrancismerrill.org
Resource/Aide	Mrs. Darcy Seubert	dseubert@stfrancismerrill.org
Aide	Mrs. Amy Drew	adrew@stfrancismerrill.org
Aide	Ms. Joy Marquardt	
Secretary	Mrs. Cindy Gennrich	cgennrich@stfrancismerrill.org
Food Service	Mrs. Barb Schmidt	bschmidt@stfrancismerrill.org
Financial Assistant	Mrs. Laura Reiter	lreiter@stfrancismerrill.org
Parish Secretary	Mrs. Kris Leggett	kleggett@stfrancismerrill.org
Maintenance Supervisor	Mr. John Hanson	jhanson@stfrancismerrill.org
Custodian	Mr. Wolfgang Lenk	